Electronic Plan Requirements

The City of Issaquah accepts most permit types online through www.MyBuildingPermit.com. This system allows you to submit the application, upload required documents, download comments, send revisions and receive approved plans. Please verify the following before applying online:

- Contact the Permit Center before applying for a construction permit online. A pre-submittal meeting may be required so staff can preliminarily scope your project for any additional requirements.
- Verify you have access to all your submittal documents in a clean pdf format. If your plan set is being drawn by multiple sources make sure you are able to combine them into one pdf file (plumbing, mechanical, civil etc).

PDF Plan Sets
Carefully review page 2 of this document. Improperly formatted PDFs will result in rejection or delay in the review of your project. (hint: label your pages)

Digital / Paper
Please be aware that all projects that are submitted electronically must stay electronic throughout the project's life. Make sure that all contractors and sub-contractors are aware that all revisions / changes must be submitted electronically through your dashboard.

Delegates
You may give contractors and other reviewers access to upload and download documents by adding them as a "Delegate" on your dashboard. They must create an account on MyBuildingPermit.com prior to you adding them as a delegate. This can be especially useful if you are an architect and you want to give your contractor access to upload / download files or make payments.

Resubmittals
- All resubmittals / responses to correction letters require that the entire plan set be re-uploaded after your changes have been made. Partial resubmittals will result in rejection of the resubmittal.
- Do not send resubmittals via email to individual staff members, please upload them through your dashboard.

Payments
Payments not exceeding $2,000 may be securely paid online through your permit review dashboard with a credit card. Alternatively, you may bring or mail a check into our office.

Permit Issuance & Printing Requirements
Upon issuance, your approved plans will be uploaded to your online dashboard. You will be required to print out a **color** full size site copy of all approved plans before work begins. Staff may require one full size paper set to be dropped off at the Development Services Department, depending on scope of work. **Note:** The issued (stamped) plan documents will be a protected PDF which does not allow editing, but does allow printing. Your printer must be capable of printing a protected PDF.

Revisions
Revisions are changes to the plans after approval, usually submitted during construction. Upload only sheets that have changed. Please to do not upload the entire plan set.

These instructions outline the document and drawing requirements for plans submitted electronically through MyBuildingPermit.com.

File size and type requirements

- Document must be in Portable Document Format (PDF)
- Individual file sizes should not exceed 200 MB
- Security settings must allow marking up (this is usually the default)

Drawing Requirements

- Combine all plan set pages into one PDF document.
- Orient all sheets so the top of the page is always at the top of the screen and set to landscape orientation.
- All sheets must be the same size (do not combine 24" x 36" sheets with 8½" x 11")
- Each PDF page label must match the sheet number of the page:

Match PDF page label with sheet number
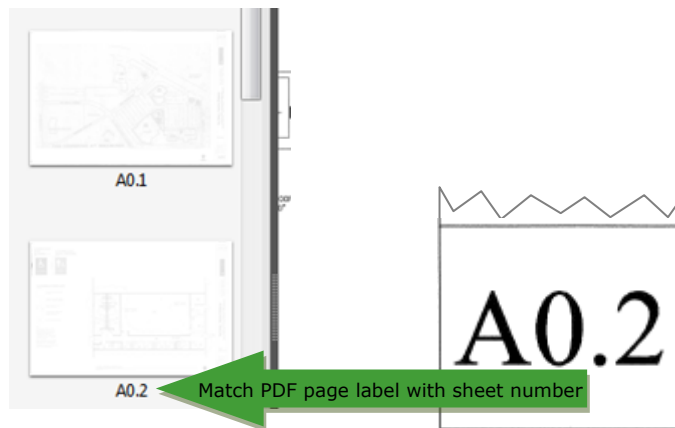
Supplemental Document Requirements

- Each supplemental document must be uploaded as a separate PDF.
- One PDF file per document (do not upload individual pages as separate files).
- Every page must be oriented so the top of the page is at the top of the screen.
- The PDF page labels must match the page number of the actual document.
- Whenever possible, export the PDF from the original source (do not scan).

Font Type and Size

All text should be easily readable when printed. Clarity must be equivalent to or better than the theme fonts Arial, Gill Sans or Tahoma. Font size should be minimum 10pt.

Scanned Documents

PDF documents produced by scanning paper documents are inherently inferior to those produced from electronic sources and the document file size is greatly increased.

PDF documents created from electronic sources are preferred; however, documents which are only available in paper format may be submitted. Paper documents should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed.

Scanning should be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size. All pages must be properly labeled and oriented so the top of the page is at the top of the computer screen.

Upside down and sideways scans will not be accepted